

**General Services Administration  
Federal Acquisition Service  
Authorized Federal Supply Schedule Price List**

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!™, a menu-driven database system. The Internet address for GSA-Advantage!™ is: <http://www.gsadvantage.gov>  
For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at: <http://www.gsa.gov/schedules-ordering>*

**Professional Services Schedule (PSS)  
Industrial Group: 00CORP**

**Contract Number: GS-00F-083CA**

**Contract Period: 3/23/2015 – 03/22/2020**



**IQ Solutions, Inc.  
11300 Rockville Pike, Suite 901  
Rockville, MD 20852  
Telephone: 301- 984-1471  
Fax: 301- 984-1473  
<http://www.iqsolutions.com>**

**Business Size/Status: Large**

**Prices shown herein are NET (discount deducted).**

**Pricelist current through PS-0005 dated 2/20/2018**



**Contract Holder**

**TABLE OF CONTENTS**

GENERAL CONTRACT INFORMATION .....2

CONTRACT OVERVIEW .....4

CONTRACT ADMINISTRATOR.....4

MARKETING AND TECHNICAL POINT OF CONTACT.....4

CONTRACT USE.....4

CONTRACT SCOPE.....4

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS .....5

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES .....8

BLANKET PURCHASE AGREEMENT .....9

LABOR CATEGORY DESCRIPTIONS .....10

HOURLY RATES FOR SERVICES .....37

SERVICE CONTRACT ACT .....46

## GENERAL CONTRACT INFORMATION

### 1a. Table of Awarded Special Item Numbers (SINs):

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• SIN 541-1 / 541-1RC: Advertising Services</li> <li>• SIN 541-4A / 541-4ARC: Market Research and Analysis Services</li> <li>• SIN 541-4C / 541-4CRC: Exhibit Design and Implementation Services</li> <li>• SIN 541-1000 / 541-1000RC: Other Direct Costs</li> <li>• 874-4 / 874-4RC: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships.</li> </ul> | <ul style="list-style-type: none"> <li>• SIN 541-2 / 541-2RC: Public Relations Services</li> <li>• SIN 541-4B / 541-4BRC: Video/Film Production Services</li> <li>• SIN 541-5 / 541-5RC: Integrated Marketing Services</li> <li>• SIN 874-1 / 874-1RC: Integrated Consulting Services</li> <li>• SIN 874-7 / 874-7RC: Integrated Business Program Support Services</li> </ul> |
|---|---|

*Our GSA Professional Services Schedule Contract can also support state and local agencies under the following programs:*



- *Disaster Recovery Purchasing Program. Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.*

1b. Lowest Priced Model Number and Lowest Price: Please refer to page #[37](#)

1c. Labor Category Descriptions: Please refer to page #[10](#)

2. Maximum Order: \$1,000,000

3. Minimum Order: \$100

4. Geographic Coverage: Domestic Only

5. Point(s) of Production: Not Applicable

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: Not Applicable

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card **is** accepted at or below the micro – purchase threshold.

9b. Government Purchase Card **is** accepted above the micro – purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: To Be Negotiated with Ordering Agency

11b. Expedited Delivery: To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

12. F.O.B. Point(s): Destination

13a. Ordering Address:  
 IQ Solutions  
 Attn: Lee An/GSA Orders  
 11300 Rockville Pike, Suite 901  
 Rockville, MD 20852

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

## GENERAL CONTRACT INFORMATION (CONTINUED)

- |   |   |
|---|---|
| 14. Payment Address:  | IQ Solutions, Inc.<br>ATTN: Accounts Receivable<br>11300 Rockville Pike, Suite 901<br>Rockville, MD 20852 |
| 15. Warranty Provision:   | Not Applicable  |
| 16. Export Packing Charges:   | Not Applicable  |
| 17. Terms & Conditions of Government Purchase Card Acceptance:  | None  |
| 18. Terms and conditions of rental, maintenance, and repair:  | Not Applicable  |
| 19. Terms and conditions of installation (if applicable):   | Not Applicable  |
| 20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices:  | Not Applicable  |
| 20a. Terms and conditions for any other services (if applicable):   | Not Applicable  |
| 21. List of service and distribution points (if applicable):  | Not Applicable  |
| 22. List of participating dealers (if applicable):  | Not Applicable  |
| 23. Preventative maintenance (if applicable)  | Not Applicable  |
| 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.):   | Not Applicable  |
| 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: <a href="http://www.Section508.gov/">www.Section508.gov/</a> : | Contact contract administrator for more information   |
| 25. Data Universal Number System (DUNS) Number:   | 876875154   |
| 26. IQ Solutions, Inc. is registered in the System for Award Management (SAM) Database.   |   |

## **CONTRACT OVERVIEW**

GSA awarded IQ Solutions, Inc. a GSA Federal Supply Schedule contract for Professional Services Schedule (00CORP) Contract No. GS-00F-083CA. The current contract period is 3/23/2015 - 3/22/2020. GSA may exercise a total of up to three additional 5 year option periods. This contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

## **CONTRACT ADMINISTRATOR**

Lee An  
IQ Solutions, Inc.  
11300 Rockville Pike, Suite 901  
Rockville, MD 20852  
Telephone: (240) 221-4201  
Fax Number: (301) 984-1473  
Email: gsainfo@iqsolutions.com

## **MARKETING AND TECHNICAL POINT OF CONTACT**

Lee An  
IQ Solutions, Inc.  
11300 Rockville Pike, Suite 901  
Rockville, MD 20852  
Telephone: (240) 221-4201  
Fax Number: (301) 984-1473  
Email: gsainfo@iqsolutions.com

## **CONTRACT USE**

This contract is available for use by all federal government agencies, as a source for Professional Services. Executive agencies, other Federal agencies, mixed ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## **CONTRACT SCOPE**

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. IQ Solutions, Inc. has been awarded a contract by GSA to provide services under the following SINs:

- SIN 541-1 / 541-1RC: Advertising Services
- SIN 541-2 / 541-2RC: Public Relations Services
- SIN 541-4A / 541-4ARC: Market Research and Analysis
- SIN 541-4B / 541-4BRC: Video/Film Production
- SIN 541-4C / 541-4CRC: Exhibit Design and Implementation Services

- SIN 541-5 / 541-5RC: Integrated Marketing Services
- SIN 541-1000 / 541-1000RC: Other Direct Costs
- SIN 874-1 / 874-1RC: Integrated Consulting Services
- SIN 874-4 / 874-4RC Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships
- SIN 874-7 / 874-7RC: Integrated Business Program Support Services

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

#### **SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS**

##### **541-1 / 541-1RC --- ADVERTISING SERVICES:**

Services provided under this SIN will promote public awareness of an agency's mission and initiatives, enable public understanding of complex technical and social issues, disseminate information to industry and consumer advocacy groups and engage in recruitment campaigns. Services include, but are not limited to the following components: advertising objective determination, message decision / creation, media selection, outdoor marketing and media services, broadcast media (radio, TV and public service announcements), direct mail services, media planning, media placement services, advertising evaluation, related activities to advertising services.

##### **541-2 / 541-2RC --- PUBLIC RELATIONS SERVICES:**

Services provided under this SIN include, but are not limited to the following components: providing customized media and public relation services such as the development of media messages and strategies; providing recommendations of media sources for placement of campaigns; preparing media materials such as, background materials, press releases, speeches and presentations and press kits.

Other related services may fall under the following categories: executing media programs, conducting press conferences, scheduling broadcast and/or print interviews, public relations and crisis communications media training, such as, training of agency personnel to deal with media and media responses, media alerts and press clipping services related activities to public relations services.

NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.

##### **541-4A / 541-4ARC --- MARKET RESEARCH AND ANALYSIS:**

Services include, but are not limited to the following components: customizing strategic marketing plans, branding initiatives, creating public awareness of products, services, and issues; targeting market identification and analysis, establishing measurable marketing objectives; determining market trends and conditions, identifying and implementing appropriate strategies, conducting focus groups, telemarketing, individual interviews, preparing/distributing surveys, and compiling/analyzing results, establishing call centers (in relation to services provided under this schedule).

NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.

##### **541-4B / 541-4BRC --- VIDEO/FILM PRODUCTION:**

Services provided under this SIN include, but are not limited to the following components: writing, directing, shooting, arranging for talent / animation, narration, music and sound effects, duplication, distribution, video scoring; and editing.

Videotape and film production services will be provided to inform the public and Government agencies about the latest products, services, and/or issues in various outputs such as: industry standard formats, CD-ROM, DVD and video streaming development. Filming in studios, on location, live shows or events may also be required.

NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.

**541-4C / 541-4CRC --- EXHIBIT DESIGN AND IMPLEMENTATION SERVICES:**

Services provided under this SIN include making all necessary arrangements for exhibits in various venues (museums, malls, tradeshow, etc.) as may be required. Services include, but are not limited to the following components: conceptualizing, designing and producing exhibits and their accompanying materials, providing and/or making recommendations for carpet and padding installation for exhibit property; preview, set-up and dismantling of exhibit property, cleaning, prepping and storing exhibit property for future use, shipping exhibit property to and from designated site(s); and media illumination services.

NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.

**541-5 / 541-5RC --- INTEGRATED MARKETING SERVICES:**

Services provided under this SIN include offering a complete solution that collectively integrates the various services provided separately under the other SINs. Services include, but may not be limited to the following components: creation of comprehensive solutions using strategically targeted marketing plans that include full service execution of media planning and creative multimedia campaigns. Comprehensive solutions include services available separately under SINs: 541 1 Advertising Services, 541 2 Public Relations Services, 541 3 Web Based Marketing Services and 541 4 Specialized Marketing (i.e. SIN 541 4A through SIN 541 4G). Contractors must demonstrate the capabilities to provide services normally associated with an integrated marketing campaign (Market Research, Conference Planning, etc.).

NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers. This paragraph does not apply to no cost contracting arrangement(s).

**541-1000 / 541-1000RC --- OTHER DIRECT COSTS:**

All ODCs proposed must be directly related and only purchased in conjunction with advertising & integrated marketing services offered under the 541 SIN group. Possible ODCs may include such items such as subcontract labor, audio/visual equipment, facility rental, commercial production, media costs, booth space rental, etc.

NOTE: Special Instructions: The work performed under SIN 541 1000 shall be associated with the 541 SIN group, which is limited to advertising & integrated marketing services. Other Direct Costs shall be an integral part of the total advertising & integrated marketing solution offered and shall not be the primary purpose of the work ordered. Other Direct Costs may only be ordered in conjunction with, or in support of, supplies or services purchased under the 541 SIN group. Offerors will be required to provide additional information to support a determination that proposed Other Direct Costs are commercially offered in support of one or more of the Advertising & integrated Marketing SIN(s) on the PSS Schedule.

NOTE: Travel and per diem are not considered Other Direct Costs and will be addressed at the Task Order level.

NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.

**874-1 / 874-1RC --- INTEGRATED CONSULTING SERVICES:**

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include: Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance and strategy formulation \* Facilitation and related decision support services \* Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings \* Advisory and assistance services in accordance with FAR 37.203 NOTE: Consulting services where the preponderance of work is specifically covered under other PSS SINS or GSA Schedules are not permitted under this SIN. NOTE: Legal, consulting, and audit services pertaining to financial matters are not covered under this SIN. Refer to 520 SINs. Consulting services relating to public relations are not covered under this SIN. Refer to SIN 541 -2, Public Relations Services.

**874-4 / 874-4RC --- TRAINING SERVICES: INSTRUCTOR LED TRAINING, WEB BASED TRAINING AND EDUCATION COURSES, COURSE DEVELOPMENT AND TEST ADMINISTRATION LEARNING MANAGEMENT, INTERNSHIPS:**

Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software

packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included in the price. (i.e. books, pamphlets, software, etc.). Support materials not included may be offered under SIN 100 03.

Proposed professional services shall be in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Proposed customization services are the result of planning, creating, and/or executing a proprietary format and may be priced as a flat rate or as Labor/hours using professional labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), Systems requirements and methodology(ies) to be used should be stated. Acquisition training will be accomplished under SIN 874-8. Functional industry-specific training covered under other schedules will not be accomplished under this SIN.

A customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), and methodology(ies) to be used.

**874-7 / 874-7RC --- INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES:**

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

- \* All phases of program or project management, from planning to closeout.
- \* Operational/administrative business support services in order to carry out program objectives.

Note 1: Program support services where the preponderance of work is specifically covered under other PSS SINS or GSA Schedules are not permitted under this SIN.

Note 2: Administrative support services are authorized under this SIN; however, they must be provided in conjunction with other professional business services covered under this schedule and must be performed under the supervision of the contractors Project or Program Manager. Personal services as defined in FAR are prohibited under MOBIS.



## INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that IQ Solutions, Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide GSA Schedule services, follow these simple steps:

Orders under the Micro-Purchase Threshold
<ul style="list-style-type: none"> <li>Select the contractor best suited for your needs and place the order.</li> </ul>
Orders in-between the Micro-Purchase Threshold and the Simplified Acquisition Threshold
<ul style="list-style-type: none"> <li>Prepare a SOW or PWS in accordance with FAR 8.405-2(b).</li> <li>Prepare and send the RFQ (including SOW and evaluation criteria) to at least <b>three</b> GSA Schedule contractors.</li> <li>Evaluate, then make a "Best Value" determination.</li> </ul> <p><b>Note:</b> The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>
Orders over the Simplified Acquisition Threshold
<ul style="list-style-type: none"> <li>Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least <b>three</b> contractors.</li> <li>Seek price reductions.</li> <li>Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)).</li> </ul> <p><b>Note:</b> The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>

### Developing a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### Preparing a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

For more information related to ordering services, go to <http://www.gsa.gov/schedules-ordering> and click "Ordering Information". Also see summary guidelines in the [Multiple Award Schedule \(MAS\) Desk Reference Guide, Ordering Procedures](#).

## BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

## LABOR CATEGORY DESCRIPTIONS

### *Advertising & Integrated Marketing Solutions (AIMS)*

**SIN(s) 541-1 / 541-1RC, 541-2 / 541-2RC, 541-4A / 541-4ARC, 541-4B / 541-4BRC, 541-4C / 541-4CRC & 541-5 / 541-5RC**

#### Experience Substitutions:

H.S. Diploma + 4 years additional experience	Equals	Bachelors Degrees
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 3 years additional experience	Equals	Ph.D.

#### Education Substitutions:

A Ph.D. may be substituted for three years of required experience with a Masters Degree or four years with a Bachelors Degree.
A Masters Degree may be substituted for two years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for four years of required experience with a H.S. Diploma.

<b>Commercial Job Title:</b>	<b>Executive Strategist</b>
<b>Minimum/General Experience:</b>	10 years of executive-level experience.
<b>Functional Responsibilities:</b>	Conducts monthly meetings with the project team and ensure quality control for all deliverables. Ensures the completion of contractual and programmatic requirements. Provides strategic input and counsel to the client. Empowers program managers, leverages corporate resources, and takes action to ensure successful task performance and project advancement.
<b>Minimum Education:</b>	MA/MS degree or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Account Director I</b>
<b>Minimum/General Experience:</b>	7 years of relevant experience.
<b>Functional Responsibilities:</b>	Incumbent reports to the Vice President, and manages key project tasks. Works directly with client representatives in developing programs, campaigns and materials. Tasks include a full range of activities. Has key responsibility for ensuring timely completion of project activities and monitoring of project budget.
<b>Minimum Education:</b>	BA/BS degree in an applicable field of study.

<b>Commercial Job Title:</b>	<b>Account Director II</b>
<b>Minimum/General Experience:</b>	10 years of relevant experience.
<b>Functional Responsibilities:</b>	Incumbent reports to the Vice President, and manages key project tasks. Works directly with client representatives in developing programs, campaigns and materials. Tasks include a full range of activities. Has key responsibility for ensuring timely completion of project activities and monitoring of project budget.
<b>Minimum Education:</b>	BA/BS degree in an applicable field of study.

<b>Commercial Job Title:</b>	<b>Senior Account Director I</b>
<b>Minimum/General Experience:</b>	7 years of relevant experience.
<b>Functional Responsibilities:</b>	Reports to Executive Strategist, and provides overall guidance and direction to project team. Supervises a wide range of tasks, including program, campaign and materials development, partnership building, market research and evaluation, media relations and event planning.
<b>Minimum Education:</b>	BA/BS degree in an applicable field of study.

<b>Commercial Job Title:</b>	<b>Senior Account Director II</b>
<b>Minimum/General Experience:</b>	10 years of relevant experience.
<b>Functional Responsibilities:</b>	Reports to Executive Strategist, and provides overall guidance and direction to project team. Supervises a wide range of tasks, including program, campaign and materials development, partnership building, market research and evaluation, media relations and event planning.
<b>Minimum Education:</b>	BA/BS degree in an applicable field of study.

<b>Commercial Job Title:</b>	<b>Senior Account Executive</b>
<b>Minimum/General Experience:</b>	5 years of relevant experience.
<b>Functional Responsibilities:</b>	Works on moderately complex projects under general supervision. Incumbents plan and conduct programs, campaigns and materials. Key tasks include those relating to program and/or campaign development, implementation. Evaluation and replication.
<b>Minimum Education:</b>	BA/BS degree in an applicable field of study.

<b>Commercial Job Title:</b>	<b>Account Executive</b>
<b>Minimum/General Experience:</b>	2 years of relevant experience.
<b>Functional Responsibilities:</b>	Works on moderately complex projects under general supervision. Prepares and distributes fact sheets, news releases, and other program and/or campaign materials. . Confers with production and support personnel to coordinate production of television and on-air promotions.
<b>Minimum Education:</b>	BA/BS degree in an applicable field of study.

<b>Commercial Job Title:</b>	<b>Account Manager</b>
<b>Minimum/General Experience:</b>	6 years of relevant experience.
<b>Functional Responsibilities:</b>	Works on moderately complex projects under general supervision. Researches data, creates ideas, works with external program partners and other intermediaries, contacts media representatives, or represents the client organization directly. Confers with production and support personnel to coordinate production of print, electronic and web-based materials.
<b>Minimum Education:</b>	BA/BS degree in an applicable field of study.

<b>Commercial Job Title:</b>	<b>Contract Specialist</b>
<b>Minimum/General Experience:</b>	3 years of contracts experience.
<b>Functional Responsibilities:</b>	Supports all contractual actions and phases of the programs including planning, requirements definition, acquisition strategy, pre-solicitation conferences, source selection plan, evaluation plan, negotiations, competitive range determination, contract administration and closeout. Interacts with various levels of personnel to secure required contractual information and adherence to federal and procedural requirements.
<b>Minimum Education:</b>	BA/BS degree or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Contract Supervisor</b>
<b>Minimum/General Experience:</b>	5 years of contracts experience.
<b>Functional Responsibilities:</b>	Manages or supports all contractual actions and phases of the programs including planning, requirements definition, acquisition strategy, pre-solicitation conferences, source selection plan, evaluation plan, negotiations, competitive range determination, contract administration and closeout. Manages or supports the activities of highly specialized personnel who possess expertise in contracts administration and/or closeout.
<b>Minimum Education:</b>	BA/BS degree or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Administrative Assistant I</b>
<b>Minimum/General Experience:</b>	2 years of applicable administrative experience.
<b>Functional Responsibilities:</b>	Requires strong PC literacy, including demonstrated expertise with essential functions of one or more word processing and spreadsheet software packages used by the organization, department, project, or unit.
<b>Minimum Education:</b>	HS degree or equivalent.

<b>Commercial Job Title:</b>	<b>Administrative Assistant II</b>
<b>Minimum/General Experience:</b>	4 years of applicable administrative experience.
<b>Functional Responsibilities:</b>	Requires strong PC literacy, including demonstrated expertise with essential functions of one or more word processing and spreadsheet software packages used by the organization, department, project, or unit.
<b>Minimum Education:</b>	HS degree or equivalent.

<b>Commercial Job Title:</b>	<b>Intern</b>
<b>Minimum/General Experience:</b>	0 years of relevant experience.
<b>Functional Responsibilities:</b>	Provide analytical, administrative, and technical assistance to one or more disciplines.
<b>Minimum Education:</b>	High school diploma or equivalent, including high school reading, writing, and analytical skills, plus some college coursework.

<b>Commercial Job Title:</b>	<b>Distribution Clerk</b>
<b>Minimum/General Experience:</b>	0 years of relevant experience.
<b>Functional Responsibilities:</b>	Perform manual duties related to filling orders and preparing parcels for mailing. The position requires heavy lifting (up to 50 lbs.) and use of a handtruck.
<b>Minimum Education:</b>	High school diploma or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Courier</b>
<b>Minimum/General Experience:</b>	A clean driving record and a valid driver's license for the local state are needed. Logistical support specifically dedicated to the requirements of project team.
<b>Functional Responsibilities:</b>	Logistical support specifically dedicated to the requirements of the project team. Performs external mail pickup and delivery at designated times and locations while adhering to established procedures. Some mechanical ability/inclination is desired. The position requires the ability to carry, transport and lift up to 50 lbs.
<b>Minimum Education:</b>	High school diploma or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Health Communications Associate I</b>
<b>Minimum/General Experience:</b>	0 years of relevant experience.
<b>Functional Responsibilities:</b>	Support the creation of a wide variety of health communication products, including market research, media outreach, media materials, consumer and provider education products, and campaigns and programs for multicultural audiences.
<b>Minimum Education:</b>	Bachelor's degree in communications, marketing, public health, or an applicable field of study, or the equivalent education or experience.

<b>Commercial Job Title</b>	<b>Health Communications Associate II</b>
<b>Minimum/General Experience</b>	2 years of relevant experience.
<b>Functional Responsibilities</b>	Support the creation of a wide variety of health communication products, including market research, media outreach, media materials, consumer and provider education products, and campaigns and programs for multicultural audiences.
<b>Minimum Education</b>	Bachelor's degree in communications, marketing, public health, or an applicable field of study, or the equivalent education or experience.

<b>Commercial Job Title</b>	<b>Health Communications Specialist</b>
<b>Minimum/General Experience</b>	2 years of relevant experience.
<b>Functional Responsibilities</b>	Consulting in specific functional area to project. Supports the development of work plans to communicate health information to the general public and to keep the public informed about the client organization's programs, outreach materials and products, and accomplishments.
<b>Minimum Education</b>	Bachelor's degree in communications, marketing, public health, or an applicable field of study, or the equivalent education or experience.

<b>Commercial Job Title:</b>	<b>Health Communications Manager I</b>
<b>Minimum/General Experience:</b>	2 years of in-depth experience in all stages of developing and implementing integrated marketing and communications plans.
<b>Functional Responsibilities:</b>	Lead activities related to partnership development, marketing, and promotion of print and electronic materials and Web sites.
<b>Minimum Education:</b>	Bachelor's degree in communications, marketing, or related field.

<b>Commercial Job Title</b>	<b>Health Communications Manager II</b>
<b>Minimum/General Experience</b>	4 years of in-depth experience in all stages of developing and implementing integrated marketing and communications plans.
<b>Functional Responsibilities</b>	Lead activities related to partnership development, marketing, and promotion of print and electronic materials and Web sites.
<b>Minimum Education</b>	Bachelor's degree in communications, marketing, or related field. Master's degree in public health, science, or health sciences a plus.

<b>Commercial Job Title:</b>	<b>Information Specialist</b>
<b>Minimum/General Experience:</b>	2 years of directly relevant experience, including prior experience in conducting online literature searches.
<b>Functional Responsibilities:</b>	Assists Government in preparing standard and custom responses to written, telephone, and e-mail inquiries from the public, including controlled correspondence. Conducts research and data gathering, including manual and online literature searches using the Web and databases.
<b>Minimum Education:</b>	HS degree or equivalent.

<b>Commercial Job Title:</b>	<b>Senior Information Specialist</b>
<b>Minimum/General Experience:</b>	4 years of directly relevant experience, including prior experience in conducting online literature searches.
<b>Functional Responsibilities:</b>	Assists client in preparing standard and custom responses to written, telephone, and e-mail inquiries from the public, including controlled correspondence.
<b>Minimum Education:</b>	HS degree or equivalent.

<b>Commercial Job Title:</b>	<b>Information Services Assistant</b>
<b>Minimum/General Experience:</b>	2 years of directly relevant experience.
<b>Functional Responsibilities:</b>	Gives administrative support that is specifically dedicated to the project team. Opens, sorts, and logs all incoming mail. Maintains an adequate supply of publications at the in-house distribution center. Arranges for the transfer of publications from the off-site warehouse facility to the in-house distribution center.
<b>Minimum Education:</b>	HS degree or equivalent.

<b>Commercial Job Title:</b>	<b>Information Services Manager</b>
<b>Minimum/General Experience:</b>	5 years of experience.
<b>Functional Responsibilities:</b>	Supports client in planning, implementing and managing an inquiry response service center and supervising staff assigned to the center. Writes, develops, and maintains a procedures manual for all inquiry response activities.
<b>Minimum Education:</b>	MA/MS (preferably an MLS), or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Media Relations Specialist</b>
<b>Minimum/General Experience:</b>	4 years of relevant experience, including a thorough understanding of internal and external operations within the news media.
<b>Functional Responsibilities:</b>	Tasks include media design and execution, development of marketing and communications strategies and plans, formulation of creative strategies and concepts, and consultation on production of multimedia materials and development of public relations activities. Individuals work with minimal guidance and direction and are expected to exercise ingenuity and originality in daily problem solving.
<b>Minimum Education:</b>	HS degree or equivalent.

<b>Commercial Job Title:</b>	<b>Senior Media Relations Specialist</b>
<b>Minimum/General Experience:</b>	5 years of relevant experience, including a thorough understanding of internal and external operations within the news media. The position requires excellent written and verbal communication skills, including expert presentation, public speaking, and document writing and organization skills.
<b>Functional Responsibilities:</b>	Media design and execution, development of marketing and communications strategies and plans, formulation of creative strategies and concepts, and consultation on production of multimedia materials and development of public relations activities.
<b>Minimum Education:</b>	HS degree or equivalent.

<b>Commercial Job Title</b>	<b>Exhibit Outreach Specialist</b>
<b>Minimum/General Experience</b>	2 years of experience with exhibits, outreach and event planning, grassroots organizing, or other related field.
<b>Functional Responsibilities</b>	Plan and manage exhibit logistics, and provide logistical support to events.
<b>Minimum Education</b>	Bachelor's degree.

<b>Commercial Job Title</b>	<b>Research Assistant</b>
<b>Minimum/General Experience</b>	0 years of experience
<b>Functional Responsibilities</b>	Consultant in specific functional area of project. Supports data collection, compilation, and preparation activities for Government agencies.
<b>Minimum Education</b>	BS/BA degree or equivalent education and/or experience.

<b>Commercial Job Title</b>	<b>Senior Marketing Research Manager</b>
<b>Minimum/General Experience</b>	8 years of relevant experience.
<b>Functional Responsibilities</b>	Work with internal and external clients to develop evaluation projects. Manages data collection, compilation, and preparation activities for Government agencies.
<b>Minimum Education</b>	BS/BA degree in a related field, or the equivalent education and/or experience.



<b>Commercial Job Title</b>	<b>Market Analyst</b>
<b>Minimum/General Experience</b>	5 years of progressively responsible, applicable research experience.
<b>Functional Responsibilities</b>	Consultant in specific functional area of project. Assists agencies with data management and data file preparation. Assist in the research of complex assignments involving design and implementation of the evaluation.
<b>Minimum Education</b>	BS/BA degree in a related field or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Creative Director</b>
<b>Minimum/General Experience:</b>	10 years of related creative services experience.
<b>Functional Responsibilities:</b>	Assists Government as strategic partner in defining and influencing agency strategy. Extends counsel beyond core implementation. Requires expertise in graphics design, production, advertising, print broadcast services and Web site design.
<b>Minimum Education:</b>	BA/BS degree or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Art Director</b>
<b>Minimum/General Experience:</b>	8 years of related art and visual communications media experience, including experience with magazines, books, newspapers, television, posters, and packaging.
<b>Functional Responsibilities:</b>	Assists in formulating concepts for artwork and copy to be presented by visual communications media such as magazines, books, newspapers, television, posters, and packaging.
<b>Minimum Education:</b>	BA/BS degree or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Art Manager</b>
<b>Minimum/General Experience:</b>	5 years of related art and visual communications media experience, including experience with magazines, books, newspapers, television, posters, and packaging.
<b>Functional Responsibilities:</b>	Formulates concepts and supervises the graphics design, Web site design, and print production staff engaged in executing layout design for artwork and copy that is presented through visual communications media.
<b>Minimum Education:</b>	BA/BS degree, or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Production Manager</b>
<b>Minimum/General Experience:</b>	5 years of in-depth experience in all stages of print and production.
<b>Functional Responsibilities:</b>	Serves as liaison on all production projects in order to ensure completion of assigned tasks. The Production Manager works with clients and outside vendors as well as with account services, creative, and production team members to coordinate efficient and timely processing.
<b>Minimum Education:</b>	BA/BS degree, or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Assistant Production Manager</b>
<b>Minimum/General Experience:</b>	3 years of relevant experience, including a thorough knowledge of print production operations.
<b>Functional Responsibilities:</b>	Tasks include creating a master schedule and monitoring projects on a regular basis in addition to facilitating understanding among team members. Individuals work with minimal guidance and direction and are expected to exercise ingenuity and originality in daily problem solving.
<b>Minimum Education:</b>	HS degree or equivalent.

<b>Commercial Job Title</b>	<b>Writer</b>
<b>Minimum/General Experience</b>	2 years of experience in writing documents related to project assignments.
<b>Functional Responsibilities</b>	Consultant in specific functional area of project. Supports analysis requirements to determine the types of documentation needed for assigned writing tasks for the Government.
<b>Minimum Education</b>	BS/BA in an applicable field of study or the equivalent education and/or experience.

<b>Commercial Job Title</b>	<b>Senior Writer</b>
<b>Minimum/General Experience</b>	5 years of experience in writing documents.
<b>Functional Responsibilities</b>	Consultant in specific functional area of project. Supports analysis of Government requirements to determine the types of documentation needed for assigned writing tasks. Prepares outline of contents.
<b>Minimum Education</b>	BS/BA degree in applicable field of study or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Copywriter</b>
<b>Minimum/General Experience:</b>	3 years of related experience.
<b>Functional Responsibilities:</b>	Responsible for assembling and writing descriptive copy for reports, summary reports, newsletters, abstracts, research publications, monographs, multimedia materials, trip reports, media advisories, scripts, training materials, proposals, public relations materials, and other technical and non-technical information.
<b>Minimum Education:</b>	BA/BS degree in English, journalism, or a related technical field, or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Senior Copywriter</b>
<b>Minimum/General Experience:</b>	5 years of related experience.
<b>Functional Responsibilities:</b>	Responsible for assembling and writing descriptive copy for reports, summary reports, newsletters, abstracts, research publications, monographs, multimedia materials, trip reports, media advisories, scripts, training materials, proposals, public relations materials, and other technical and non-technical information.
<b>Minimum Education:</b>	BA/BS degree in English, journalism, or a related technical field, or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Editor</b>
<b>Minimum/General Experience:</b>	2 years of editing and proofreading experience in areas related to project assignments.
<b>Functional Responsibilities:</b>	Materials to be edited may include reports, summary reports, newsletters, abstracts, research publications, monographs, multimedia materials, trip reports, media advisories, scripts, training materials, proposals, public relations materials, and other technical and non-technical information.
<b>Minimum Education:</b>	AA degree in English, journalism, or a related field of study, or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Senior Editor</b>
<b>Minimum/General Experience:</b>	5 years of editing and proofreading experience in areas related to project assignments.
<b>Functional Responsibilities:</b>	Materials to be edited may include reports, summary reports, newsletters, abstracts, research publications, monographs, multimedia materials, trip reports, media advisories, scripts, training materials, proposals, public relations materials, and other technical and non-technical information.
<b>Minimum Education:</b>	BA/BS degree in English, journalism or a related field of study, or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Graphics Design Artist I</b>
<b>Minimum/General Experience:</b>	0 years related experience.
<b>Functional Responsibilities:</b>	Assists in designing and developing graphics and illustrations for use in technical materials, manuals, and publications. Artwork may include tables, charts, flowcharts, viewgraphs/slides, brochures, forms, illustrations, photographs, promotional materials, posters, postcards, and book covers. Material may be presented in magazines, books, newspapers, or via television, computer monitor, Web site, CD-ROM, or other visual communication media.
<b>Minimum Education:</b>	BA/BS degree in graphic design/art or in a related field of study, or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Graphics Design Artist II</b>
<b>Minimum/General Experience:</b>	2 years of related experience.
<b>Functional Responsibilities:</b>	Assists in designing and developing moderately complex graphics and illustrations for use in technical materials, manuals, and publications. Artwork may include tables, charts, flowcharts, viewgraphs/slides, brochures, forms, illustrations, photographs, promotional materials, posters, postcards, and book covers. Material may be presented in magazines, books, newspapers, or via television, computer monitor, Web site, CD-ROM, or other visual communication media.
<b>Minimum Education:</b>	BA/BS degree in graphic design/art or in a related field of study, or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Senior Graphics Design Artist</b>
<b>Minimum/General Experience:</b>	5 years of related experience.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Supports the design and development of complex graphics and illustrations for use in technical materials, manuals, and publications. Artwork may include tables, charts, flowcharts, viewgraphs/slides, brochures, forms, illustrations, photographs, promotional materials, posters, postcards, and book covers. Material may be presented in magazines, books, newspapers, or via television, computer monitor, Web site, CD-ROM, or other visual communication media.
<b>Minimum Education:</b>	BA/BS degree in graphic design/art or in a related field of study, or the equivalent education and/or experience.

<b>Commercial Job Title</b>	<b>Web Writer</b>
<b>Minimum/General Experience</b>	2 years experience in writing for the Web in a news or marketing environment.
<b>Functional Responsibilities</b>	Develop content for Web sites, marketing emails, and other electronic documents.
<b>Minimum Education</b>	Bachelor's degree

<b>Commercial Job Title:</b>	<b>Web Specialist</b>
<b>Minimum/General Experience:</b>	2 years of network analysis, network administration, or Internet-related experience.
<b>Functional Responsibilities:</b>	Performs a variety of moderately complex tasks related to developing and maintaining client Internet and/or Intranet sites. Activities include, but are not limited to, designing, creating, and maintaining Internet or Intranet sites and/or products.
<b>Minimum Education:</b>	AA degree in computer science, fine arts, or a related field of study.

<b>Commercial Job Title:</b>	<b>Web Communications Associate I</b>
<b>Minimum/General Experience:</b>	0 years of relevant experience.
<b>Functional Responsibilities:</b>	Coordinate the redesign of issue-based Web sites; and write, disseminate, and maintain Web content.
<b>Minimum Education:</b>	Bachelor's degree in communications, marketing, or applicable field of study.

<b>Commercial Job Title</b>	<b>Web Communications Associate II</b>
<b>Minimum/General Experience</b>	3 years of relevant experience.
<b>Functional Responsibilities</b>	Coordinate the redesign of issue-based Web sites; and write, disseminate, and maintain Web content.
<b>Minimum Education</b>	Bachelor's degree in communications, marketing, or applicable field of study.

<b>Commercial Job Title:</b>	<b>Webmaster</b>
<b>Minimum/General Experience:</b>	2 years of experience in systems technologies, including network analysis, network administration, or Internet-related experience.
<b>Functional Responsibilities:</b>	Will assist in maintaining and upgrading hardware and software, administering services, troubleshooting, maintaining equipment and logs, and ongoing monitoring of the site for performance.
<b>Minimum Education:</b>	BA/BS degree in computer science, or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Web Content Manager/Info Architect</b>
<b>Minimum/General Experience:</b>	2 years of related experience, or the equivalent education and/or experience.
<b>Functional Responsibilities:</b>	Will apply advanced principles, theories, and concepts to highly complex tasks related to designing, developing, troubleshooting, debugging, and implementing software code for a Web site. Individuals apply comprehensive knowledge in technical assignments and previous tasks in the areas of Web technology development.
<b>Minimum Education:</b>	BS degree in computer science or a related field of study.

<b>Commercial Job Title:</b>	<b>Web Applications Developer</b>
<b>Minimum/General Experience:</b>	2 years of related experience, or the equivalent education and/or experience.
<b>Functional Responsibilities:</b>	Will perform a variety of moderately complex tasks related to designing, developing, troubleshooting, debugging, and implementing software code for Web sites. Individuals apply comprehensive knowledge gained through previous technical assignments and software development tasks.
<b>Minimum Education:</b>	BA/BS degree in computer science or a related field of study.

<b>Commercial Job Title:</b>	<b>Web Designer/Administrator II</b>
<b>Minimum/General Experience:</b>	5 years of network analysis, network administration, or Internet-related experience.
<b>Functional Responsibilities:</b>	Assist in design, creation, and maintenance of Internet/World Wide Web or Intranet products and activities for an assigned project.
<b>Minimum Education:</b>	BA/BS degree in computer science or fine arts, or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Database Manager</b>
<b>Minimum/General Experience:</b>	2 years of related database design and implementation experience. At least 1 year of programming experience is required.
<b>Functional Responsibilities:</b>	Assists in analyzing the specific functional area of project(s). Analyzes database requirements of assigned project(s). Analyzes and determines information needs and elements, database relationships and attributes, proposed manipulation, data flow and storage requirements, and data output and reporting capabilities.
<b>Minimum Education:</b>	BA/BS degree or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Senior Database Administrator</b>
<b>Minimum/General Experience:</b>	5 years of progressively responsible database engineering and implementation experience, including programming experience.
<b>Functional Responsibilities:</b>	Acts as consultant in specific functional area to project. Supports highly complex database engineering projects for the Government using advanced knowledge of database engineering and administration.
<b>Minimum Education:</b>	BA/BS degree in computer science or a related field, or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Event Assistant</b>
<b>Minimum/General Experience:</b>	1 year of administrative or clerical experience.
<b>Functional Responsibilities:</b>	Under close supervision, this individual performs a variety of routine and varied administrative and clerical duties in support of pre-meeting, on-site, and post-meeting tasks. The Event Assistant may be required to handle occasional non-routine problems in the absence of the manager.
<b>Minimum Education:</b>	HS degree or equivalent.

<b>Commercial Job Title:</b>	<b>Event Planner I</b>
<b>Minimum/General Experience:</b>	2 years of conference experience.
<b>Functional Responsibilities:</b>	Assists conference and meeting support managers in a variety of less complex duties related to pre-meeting, on-site, and post-meeting tasks. The position requires a high degree of dependability, discretion, good business judgment, tact, poise, and resourcefulness to ensure timely completion of assignments.
<b>Minimum Education:</b>	HS degree or equivalent.

<b>Commercial Job Title:</b>	<b>Event Planner II</b>
<b>Minimum/General Experience:</b>	5 years of progressively responsible conference experience to include conference planning and management.
<b>Functional Responsibilities:</b>	Performs a broad range of complex, specialized duties to assist conference and meeting support managers in pre-meeting and post-meeting activities. Provides on-site support at national conferences. The position requires expert conference planning and management skills and a high degree of dependability, discretion, good business judgment, tact, poise, and resourcefulness to ensure timely completion of assignments.
<b>Minimum Education:</b>	BA/BS degree in a related discipline, or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Senior Event Planner</b>
<b>Minimum/General Experience:</b>	8 years of progressively responsible conference experience to include excellent planning and management skills as well as experience planning large, complex conferences.
<b>Functional Responsibilities:</b>	Senior Event Planners perform a broad range of highly complex, specialized duties to plan and manage large, complex conferences. Individuals are responsible for quality control and development of staff reporting to them. The position requires strong computer literacy, expert conference planning and management skills, and a high degree of dependability, discretion, good business judgment, tact, poise, and resourcefulness to ensure timely completion of assignments. Strong attention to detail is needed in to manage varied and non-routine duties.
<b>Minimum Education:</b>	BA/BS degree in a related discipline, or the equivalent education and/or experience.

**LABOR CATEGORY DESCRIPTIONS**  
***Mission Oriented Business Integrated Services (MOBIS)***  
**SIN(s) 874-1 / 874-1RC, 874-4 / 874-4RC, & 874-7 / 874-7RC**

Experience Substitutions:

H.S. Diploma + 4 years additional experience	Equals	Bachelors Degrees
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 3 years additional experience	Equals	Ph.D.

Education Substitutions:

A Ph.D. may be substituted for three years of required experience with a Masters Degree or four years with a Bachelors Degree.
A Masters Degree may be substituted for two years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for four years of required experience with a H.S. Diploma.

<b>Commercial Job Title:</b>	<b>Executive Strategist</b>
<b>Minimum/General Experience:</b>	18 years of executive-level experience.
<b>Functional Responsibilities:</b>	Conducts monthly meetings with the project team and ensure quality control for all deliverables. Ensures the completion of contractual and programmatic requirements. Provides strategic input and counsel to the client. Empowers program managers, leverages corporate resources, and takes action to ensure successful task performance and project advancement.
<b>Minimum Education:</b>	MA/MS degree or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Sr. Managing Director</b>
<b>Minimum/General Experience:</b>	20 years of relevant experience.
<b>Functional Responsibilities:</b>	Reports to Executive Strategist, and provides overall guidance and direction to project team. Supervises a wide range of tasks, including program, campaign and materials development, partnership building, market research and evaluation, media relations and event planning.
<b>Minimum Education:</b>	BA/BS degree in an applicable field of study.

<b>Commercial Job Title:</b>	<b>Account Planner</b>
<b>Minimum/General Experience:</b>	Minimum five-years of experience in various facets of account planning.
<b>Functional Responsibilities:</b>	Consultant in specific, functional area to project. Assists with the quantitative research to understand the target audience through attitude and usage studies, tracking studies, testing and sales data.
<b>Minimum Education:</b>	BS/BA Degree in related field, or the equivalent education and/ or experience.



<b>Commercial Job Title:</b>	<b>Administrative Assistant I</b>
<b>Minimum/General Experience:</b>	Entry-level position. Some applicable administrative/clerical experience is helpful.
<b>Functional Responsibilities:</b>	Administrative support specifically dedicated to the requirements of the project team. Prepares correspondence, reports, proposals, memos, and other documentation using a personal computer. Operates spreadsheet software such as Excel to produce finished documents. Proofreads copy.
<b>Minimum Education:</b>	High school diploma or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Administrative Assistant II</b>
<b>Minimum/General Experience:</b>	Minimum two years of applicable administrative experience.
<b>Functional Responsibilities:</b>	Administrative support specifically dedicated to the requirements of the project team. Plans and produces correspondence, reports, proposals, memos, and other documentation using a personal computer. Operates spreadsheet software such as Excel to produce finished documents. Proofreads completed documents. Provides copying and production support as needed.
<b>Minimum Education:</b>	High school diploma, or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Administrative Assistant III</b>
<b>Minimum/General Experience:</b>	Minimum four years of progressively responsible administrative experience.
<b>Functional Responsibilities:</b>	Administrative support specifically dedicated to the requirements of the project team. Performs a wide range of clerical and administrative duties including, for example, typing, filing, tracking of time records, word processing, dictation, and composition of own correspondence.
<b>Minimum Education:</b>	High school diploma or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Copy Editor</b>
<b>Minimum/General Experience:</b>	Minimum one year of experience.
<b>Functional Responsibilities:</b>	Consultant in specific functional area to project. Assists in edits to manuscript copies for both technical and non-technical documents to include reports, summary reports, newsletters, abstracts, research publications, monographs, multimedia materials, trip reports, media advisories, scripts, training materials, proposals, and public relations materials.
<b>Minimum Education:</b>	BS/BA degree in English, journalism, or a related technical field or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Courier</b>
<b>Minimum/General Experience:</b>	A clean driving record and a valid driver's license for the local state are needed. Logistical support specifically dedicated to the requirements of project team.
<b>Functional Responsibilities:</b>	Logistical support specifically dedicated to the requirements of the project team. Performs external mail pickup and delivery at designated times and locations while adhering to established procedures. Some mechanical ability/ inclination is desired. The position requires the ability to carry, transport and lift up to 50 lbs.
<b>Minimum Education:</b>	High school diploma or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Creative Director</b>
<b>Minimum/General Experience:</b>	Minimum 10 years of related creative services.
<b>Functional Responsibilities:</b>	Consultant in specific functional area to project. Consultant assists Government as strategic partner in defining and influencing agency strategy. Extends counsel beyond core implementation. Expertise in graphics design, production, advertising, print broadcast services and website design.
<b>Minimum Education:</b>	BS/BA degree or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Database Administrator I</b>
<b>Minimum/General Experience:</b>	Minimum two years of related database design and implementation experience. At least one year of programming experience is required.
<b>Functional Responsibilities:</b>	Consultant assists Government in analyzing specific functional area to project. Analyzes database requirements of assigned project(s). Analyzes and determines information needs and elements, database relationships and attributes, proposed manipulation, data flow and storage requirements, and data output and reporting capabilities.
<b>Minimum Education:</b>	BS degree or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Database Support Specialist</b>
<b>Minimum/General Experience:</b>	Technical training and two years of applicable database experience.
<b>Functional Responsibilities:</b>	Administrative support specifically dedicated to the requirements of the project team. Performs data entry, queries data research and reports generation activities.
<b>Minimum Education:</b>	High school diploma or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Desktop Publishing Specialist</b>
<b>Minimum/General Experience:</b>	Technical training in desktop publishing software, typography, and page layout. The position requires thorough knowledge of graphics software related to corporate/department/site operations.
<b>Functional Responsibilities:</b>	Consultant in specific functional area to project. Supports Government in producing high quality documents that simulate typeset quality. Imports text and graphics to enhance design characteristics of documentation.
<b>Minimum Education:</b>	High school diploma or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Director</b>
<b>Minimum/General Experience:</b>	Minimum 10 years of applicable experience.
<b>Functional Responsibilities:</b>	Manages technical consulting operations that are typically subdivided into programs, projects, or tasks. Works closely with subordinate managers to develop a work plan for each project that fulfills contractual requirements. Formulates milestone schedules or other documented plans. Meets frequently with managers and other staff to review work performed and anticipated activities.
<b>Minimum Education:</b>	BS/BA degree or the equivalent education and/or experience. Advanced degree is also required.

<b>Commercial Job Title:</b>	<b>Documentation Specialist</b>
<b>Minimum/General Experience:</b>	Minimum six years of progressively responsible document production experience.
<b>Functional Responsibilities:</b>	Administrative support specifically dedicated to the requirements of the project team. Coordinates with document production staff to ensure that assigned projects are completed on time and within quality standards. Assigned staff may include word processing, desktop publishing, graphics, writers, and editorial staff.
<b>Minimum Education:</b>	High school diploma or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Editor</b>
<b>Minimum/General Experience:</b>	Minimum two years of editing experience.
<b>Functional Responsibilities:</b>	Consulting in specific functional area to project. Supports Government in editing and proofreading technical documents or sections of documents prepared by writers. Documents may include reports, newsletters, abstracts, research publications, monographs, multimedia materials, trip reports, media advisories, scripts, training materials, proposals, public relations materials, and other information.
<b>Minimum Education:</b>	BS/BA degree in English, journalism, or a related field of study or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Graphics Designer/Artist I</b>
<b>Minimum/General Experience:</b>	Entry-level position.
<b>Functional Responsibilities:</b>	Consulting in specific functional area to project. Assists in designing and developing graphics and illustrations for use in technical materials, manuals, and publications. Artwork may include tables, charts, flowcharts, viewgraphs/slides, brochures, forms, illustrations, photographs, promotional materials, posters, postcards, or, book covers. Material may be presented in magazines, books, newspapers, or via television, computer monitor, website, CD-ROM, or other visual communication media.
<b>Minimum Education:</b>	BA degree in graphic design/art, or a related field of study or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Graphics Designer/Artist II</b>
<b>Minimum/General Experience:</b>	Minimum two years of related experience.
<b>Functional Responsibilities:</b>	Consultant in specific functional area to project. Assists in designing and developing moderately complex graphics and illustrations for use in technical materials, manuals, and publications. Artwork may include tables, charts, flowcharts, viewgraphs/slides, brochures, forms, illustrations, photographs, promotional materials, posters, postcards, or, book covers. Material may be presented in magazines, books, newspapers, or via television, computer monitor, website, CD-ROM, or other visual communication media.
<b>Minimum Education:</b>	BA degree in graphic design/art, or a related field of study, or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Health Communications Specialist</b>
<b>Minimum/General Experience:</b>	Minimum two years of relevant experience.
<b>Functional Responsibilities:</b>	Consulting in specific functional area to project. Supports the development of work plans to communicate health information to the general public and to keep the public informed about the client organization's programs, outreach materials and products, and accomplishments.
<b>Minimum Education:</b>	BS/BA degree in an applicable field of study or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Managing Director</b>
<b>Minimum/General Experience:</b>	Minimum 15 years of applicable experience, 12 of which must be directly related to project assignments.
<b>Functional Responsibilities:</b>	Director responsible for oversight and management of project managers. Works independently of any direction and provides managerial and technical guidance to management staff under their supervision.
<b>Minimum Education:</b>	BS/BA degree, or the equivalent education and/or experience, An advanced degree is also required, or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Managing Editor</b>
<b>Minimum/General Experience:</b>	Minimum five years of progressively responsible experience in producing publications.
<b>Functional Responsibilities:</b>	Consultant in specific function area of project. Assists Government in managing all steps in the document production process including editorial, word processing, and graphics phases as well as administrative duties.
<b>Minimum Education:</b>	BS/BA degree in a related field or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Meeting Assistant</b>
<b>Minimum/General Experience:</b>	Minimum one year of administrative or clerical experience.
<b>Functional Responsibilities:</b>	Administrative support specifically dedicated to the requirements of project team. Types, files, and coordinates mailings and other general clerical support. Performs a variety of routine and varied administrative and clerical duties in support of pre-meeting, on- site, and post-meeting tasks.
<b>Minimum Education:</b>	High school diploma or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Meeting Planner I</b>
<b>Minimum/General Experience:</b>	Minimum two years of conference experience.
<b>Functional Responsibilities:</b>	Administrative support specifically dedicated to the requirements of project team. Assists conference and meeting support manager in a variety of duties related to pre-meeting, on- site, and post-meeting tasks.
<b>Minimum Education:</b>	BS/BA degree in a related discipline or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Meeting Planner II</b>
<b>Minimum/General Experience:</b>	Minimum five years of progressively responsible conference experience to include conference planning and management.
<b>Functional Responsibilities:</b>	Consultant in specific functional area to project. Supports a broad range of complex specialized duties to assist conference and meeting support managers in pre-meeting and post-meeting activities and provides on-site support at national conferences.
<b>Minimum Education:</b>	BS/BA degree in a related discipline or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Network Engineer</b>
<b>Minimum/General Experience:</b>	Minimum five years of related network engineering experience.
<b>Functional Responsibilities:</b>	Consultant in specific functional area to project. Advises Government about current devices and systems to ensure recommended upgrades, modifications, and additions to the network/system to not duplicate existing capabilities and do not violate engineering standards. Supports a broad range of complex specialized network/ system areas such as planning, engineering, requirements definition, provisioning and implementation of telecommunications networks/ information systems.
<b>Minimum Education:</b>	BS degree in computer science or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Network Technician</b>
<b>Minimum/General Experience:</b>	Three years of experience in installing, maintaining, and testing telecommunications equipment.
<b>Functional Responsibilities:</b>	Consultant in specific functional area to project. Responsible for a variety of duties related to supporting network monitoring, operations, installation, maintenance and testing of network hardware/ software for the Government.
<b>Minimum Education:</b>	High school diploma or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Principal Database Administrator</b>
<b>Minimum/General Experience:</b>	Minimum 11 years of progressively responsible database engineering and implementation experience, including programming experience.
<b>Functional Responsibilities:</b>	Consultant in specific functional area to project. Using advanced knowledge of database engineering and administration supports highly complex database engineering projects for the Government.
<b>Minimum Education:</b>	BS degree in computer science or a related field or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Principal Research Analyst</b>
<b>Minimum/General Experience:</b>	Minimum 10 years of increasingly complex and responsible experience in health and/or social health developing research designs and analysis strategies, analyzing data, presenting results, and preparing study reports and papers for journal publications.
<b>Functional Responsibilities:</b>	Consultant in specific functional area to project. Supports oversight activities for Government wide research projects including communications and evaluation research. Services at the highest level or technical complexity, may require comprehensive specialized knowledge in one or more areas of research.
<b>Minimum Education:</b>	BS/BA degree in social science, public health, psychology, or another related field or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Principal Systems Analyst</b>
<b>Minimum/General Experience:</b>	Minimum 11 years of increasingly complex and responsible experience managing or performing information systems design activities using current, applicable programming languages.
<b>Functional Responsibilities:</b>	Consultant in specific functional area to project. Support the analysis and study of extremely complex system requirements requiring a thorough understanding of all parameters affecting and interfacing with the system for Government agencies.
<b>Minimum Education:</b>	BS degree in computer science, management information systems, or a related field or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Principal Trainer/Curriculum Developer</b>
<b>Minimum/General Experience:</b>	Minimum 10 years of progressively responsible training experience in subject areas related to client needs, services, and or skill areas.
<b>Functional Responsibilities:</b>	Consultant in specific functional area to project. Supports the analysis and study of extremely complex training requirements requiring a thorough understanding of all parameters affecting client needs. May apply specialized knowledge in one or more areas. Promotes innovation in training and curriculum development methods and procedures and provide guidance on highly complex areas of training per Government's direction.
<b>Minimum Education:</b>	BS/BA degree in a related field (e.g., education, training, psychology), or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Print Production Coordinator</b>
<b>Minimum/General Experience:</b>	Minimum six years related experience.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Supports the planning & preparation of print publication schedules to ensure that projects meet Government's requirements.
<b>Minimum Education:</b>	High school diploma or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Print Production Manager</b>
<b>Minimum/General Experience:</b>	Minimum five years of in-depth experience in all stages of print production.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Meets with Government's account services, creative staff, and production teams to provide support and advice on the development of production schedules for current and planned projects. Supports processes that ensure that schedules meet agency deadlines.
<b>Minimum Education:</b>	BS/BA degree or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Program Associate</b>
<b>Minimum/General Experience:</b>	Minimum one year of technical and operations experience performing work related to project assignments.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Assists the Government in the smooth operation of programs by providing operations and technical support on assigned projects. Provides liaison among project staff, management, subcontractors, and client representatives on project tasks.
<b>Minimum Education:</b>	BS/BA degree in a related discipline or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Program Manager I</b>
<b>Minimum/General Experience:</b>	Minimum eight years of applicable experience.
<b>Functional Responsibilities:</b>	Consultant acts as representative for Government projects. Reporting and interacts on an ongoing basis with Government. Manages a technical program area that is typically subdivided into one or more technical projects.
<b>Minimum Education:</b>	BS/BA degree or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Program Manager II</b>
<b>Minimum/General Experience:</b>	Minimum eight years of applicable experience.
<b>Functional Responsibilities:</b>	Consultant supports technical program areas that are typically more advanced or highly complex projects subdivided into one or more technical projects.
<b>Minimum Education:</b>	BS/BA degree or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Programmer/Analyst I</b>
<b>Minimum/General Experience:</b>	Minimum two years of experience in programming/analysis.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Supports Government with a wide variety of computer programs, associated documentation, block diagrams, and logic flowcharts. Performs limited systems analysis work.
<b>Minimum Education:</b>	BS degree in information systems, computer science, or business administration or the equivalent education and/ or experience.



<b>Commercial Job Title:</b>	<b>Project Manager I</b>
<b>Minimum/General Experience:</b>	Minimum five years of applicable experience.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Assists Government in developing a work plan to fulfill contractual requirements on the assigned project. Formulates a milestone schedule or other documented plan. Meets frequently with the staff to review work performed and anticipated activities.
<b>Minimum Education:</b>	BS/BA degree or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Project Manager II</b>
<b>Minimum/General Experience:</b>	Minimum eight years of applicable experience.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Supports Government in a developing a work plan to fulfill contractual requirements on the assigned project. Formulates a milestone schedule or other documented plan. Meets frequently with the staff to review work performed and anticipated activities.
<b>Minimum Education:</b>	BS/BA degree or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Research Analyst I</b>
<b>Minimum/General Experience:</b>	Two years of applicable research experience.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Supports research project with data collection, preparation and analysis.
<b>Minimum Education:</b>	BS/BA degree in a related field or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Research Analyst II</b>
<b>Minimum/General Experience:</b>	Minimum five years of progressively responsible, applicable research experience.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Assists agencies with data management and data file preparation. Assist in research of complex assignments involving design and implementation of the evaluation.
<b>Minimum Education:</b>	BS/BA degree in a related field or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Science Writer</b>
<b>Minimum/General Experience:</b>	Minimum five years of experience in writing documents.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Supports the analysis of requirements for the Government to determine the types of documentation needed for assigned writing tasks.
<b>Minimum Education:</b>	BS/BA degree in an applicable scientific field of study or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Senior Database Administrator</b>
<b>Minimum/General Experience:</b>	Minimum eight years of progressively responsible database design and implementation experience including at least one year of programming.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Advises and supports Government on highly complex assignments in the area of database administration. Analyzes and studies complex system requirements.
<b>Minimum Education:</b>	BS degree or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Senior Editor</b>
<b>Minimum/General Experience:</b>	Minimum five years of editing and proofreading experience.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Supports the improved quality of documents prepared by writers. Documents may include reports, newsletters, abstracts, research publications, monographs, multimedia materials, trip reports, media advisories, scripts, training materials, proposals, public relations materials, and other information.
<b>Minimum Education:</b>	BS/BA degree in English, journalism or a related field of study or the equivalent education and / or experience.

<b>Commercial Job Title:</b>	<b>Senior Graphics Designer/Artist</b>
<b>Minimum/General Experience:</b>	Minimum five years of related experience.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Supports the design and development of complex graphics and illustrations for use in technical materials, manuals, and publications. Artwork may include tables, charts, flowcharts, viewgraphs/slides, brochures, forms, illustrations, photographs, promotional materials, posters, postcards, or, book covers. Material may be presented in magazines, books, newspapers, or via television, computer monitor, website, CD-ROM, or other visual communication media.
<b>Minimum Education:</b>	BA degree in graphic design/art, or a related field of study or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Senior Health Communication Specialist</b>
<b>Minimum/General Experience:</b>	Minimum five years of relevant experience.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Supports the development of work plans for Government to communicate health information to the general public and to keep the public informed about the client organization's programs, outreach materials and products and accomplishments.
<b>Minimum Education:</b>	BS/BA degree in an applicable field of study or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Senior Meeting Planner</b>
<b>Minimum/General Experience:</b>	Minimum eight years of progressively responsible conference experience to include excellent conference planning and management skills as well as experience in planning large, complex conferences.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Supports the planning and managing of all phases of complex conferences and meetings for Government agencies.
<b>Minimum Education:</b>	BS/BA degree in a related discipline or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Senior Programmer/Analyst</b>
<b>Minimum/General Experience:</b>	Minimum eight years of increasingly complex experience in programming and analysis.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Supports major programming applications of considerable complexity requiring a thorough understanding of all parameters affecting and interfacing with the application.
<b>Minimum Education:</b>	BS degree in information systems, computer science, or business administration or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Senior Systems Analyst</b>
<b>Minimum/General Experience:</b>	Minimum eight years of increasingly complex and responsible experience managing or performing information systems design activities using current, applicable programming languages.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Supports analysis and evaluation of major system project requirements of considerable complexity requiring a thorough understanding of all parameters affecting and interfacing with the system.
<b>Minimum Education:</b>	BS degree in computer science, management information systems, or a related field, or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Senior Technical Writer</b>
<b>Minimum/General Experience:</b>	Minimum eight years of technical writing experience.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Supports and advises Government in collecting, organizing, and developing information required to produce a wide range of complex technical publications including, for example, technical reports, summary reports, newsletters, abstracts, research publications, monographs, multimedia materials, trip reports, media advisories, scripts, training materials, proposals, public relations materials, and other technical documents.
<b>Minimum Education:</b>	BS/BA degree in an applicable technical field or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Senior Writer</b>
<b>Minimum/General Experience:</b>	Minimum five years of experience in writing documents.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Supports analysis of Government requirements to determine the types of documentation needed for assigned writing tasks. Prepares outline of contents.
<b>Minimum Education:</b>	BS/BA degree in an applicable field of study or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Systems Analyst III</b>
<b>Minimum/General Experience:</b>	Minimum five years of increasingly responsible, related systems analysis experience to include extensive computer programming.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Supports the analysis and evaluation of Government requirements. Supports and advises in the coordination to define the problem, data availability, report requirements, and system design issues.
<b>Minimum Education:</b>	BS degree in computer science, management information systems, or a related field or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Task Manager</b>
<b>Minimum/General Experience:</b>	Minimum four years of applicable experience.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Support the development of work plans to fulfill Government requirements. Supports formulation of milestone schedules or other documented plans.
<b>Minimum Education:</b>	BS/BA degree or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Technical Assistance Specialist</b>
<b>Minimum/General Experience:</b>	Minimum two years of applicable training experience in subject areas related to project assignments.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Support with client surveys to determine training demands for the Government. Assists in developing training modules and instructional materials. Maintains records of training activities, employee programs and program effectiveness.
<b>Minimum Education:</b>	BS/BA degree in a related field (e.g., education, training, psychology) or the equivalent education and/or experience.

<b>Commercial Job Title:</b>	<b>Word Processing Operator II</b>
<b>Minimum/General Experience:</b>	Minimum two years of word processing experience, including expertise in word processing software utilized by the company (e.g., Word, Excel, PowerPoint).
<b>Functional Responsibilities:</b>	Administrative support specifically dedicated to the requirements of the project team. Support functions will require the use of word processing, spreadsheet and slide preparation software.
<b>Minimum Education:</b>	High school diploma or the equivalent education and/ or experience.

<b>Commercial Job Title:</b>	<b>Writer</b>
<b>Minimum/General Experience:</b>	Minimum two years of experience in writing documents related to project assignments.
<b>Functional Responsibilities:</b>	Consultant in specific functional area of project. Supports analysis requirements to determine the types of documentation needed for assigned writing tasks for the Government.
<b>Minimum Education:</b>	BS/BA degree in an applicable field of study or the equivalent education and/ or experience.

**HOURLY RATES FOR SERVICES*****Advertising & Integrated Marketing Solutions (AIMS)***

**SIN(s) 541-1 / 541-1RC, 541-2 / 541-2RC, 541-4A / 541-4ARC, 541-4B / 541-4BRC, 541-4C / 541-4CRC & 541-5 / 541-5RC**

**CONTRACTOR SITE**

<b>GSA Labor Category</b>	<b>Year 3</b> 3/23/17-3/22/18 GSA Rate w/ IFF	<b>Year 4</b> 3/23/18-3/22/19 GSA Rate w/ IFF	<b>Year 5</b> 3/23/19-3/22/20 GSA Rate w/ IFF
Executive Strategist	\$402.64	\$413.72	\$425.09
Account Director I	\$142.21	\$146.12	\$150.14
Account Director II	\$188.30	\$193.48	\$198.80
Senior Account Director I	\$224.62	\$230.79	\$237.14
Senior Account Director II	\$252.91	\$259.86	\$267.01
Senior Account Executive	\$100.04	\$102.79	\$105.62
Account Executive	\$73.35	\$75.37	\$77.44
Account Manager	\$119.56	\$122.85	\$126.23
Contract Specialist	\$77.43	\$79.56	\$81.74
Contract Supervisor	\$97.10	\$99.78	\$102.52
Administrative I *	\$71.74	\$73.71	\$75.74
Administrative II *	\$77.43	\$79.56	\$81.74
Intern	\$41.02	\$42.15	\$43.31
Distribution Clerk	\$35.49	\$36.46	\$37.46
Courier *	\$42.55	\$43.72	\$44.92
Health Communications Associate I	\$54.81	\$56.32	\$57.87
Health Communications Associate II	\$70.51	\$72.45	\$74.44
Health Communications Specialist	\$85.51	\$87.86	\$90.27
Health Communications Manager I	\$94.12	\$96.70	\$99.36
Health Communications Manager II	\$115.42	\$118.59	\$121.85
Information Specialist	\$55.78	\$57.31	\$58.89
Senior Information Specialist	\$65.98	\$67.80	\$69.66
Information Services Assistant	\$37.79	\$38.83	\$39.89
Information Services Manager	\$101.00	\$103.78	\$106.63
Media Relations Specialist	\$51.82	\$53.25	\$54.71
Senior Media Relations Specialist	\$138.58	\$142.39	\$146.30
Exhibit Outreach Specialist	\$66.38	\$68.20	\$70.08
Research Assistant	\$67.27	\$69.12	\$71.02
Senior Marketing Research Manager	\$154.50	\$158.75	\$163.11
Market Analyst	\$123.50	\$126.89	\$130.38
Creative Director	\$215.18	\$221.10	\$227.18
Art Director	\$127.32	\$130.82	\$134.42

<b>GSA Labor Category</b>	<b>Year 3</b> 3/23/17-3/22/18 GSA Rate w/ IFF	<b>Year 4</b> 3/23/18-3/22/19 GSA Rate w/ IFF	<b>Year 5</b> 3/23/19-3/22/20 GSA Rate w/ IFF
Art Manager	\$124.34	\$127.76	\$131.27
Production Manager	\$86.97	\$89.36	\$91.82
Assistant Production Manager	\$58.99	\$60.61	\$62.27
Writer	\$103.85	\$106.71	\$109.64
Senior Writer *	\$145.82	\$149.83	\$153.95
Copywriter	\$124.51	\$127.93	\$131.45
Senior Copywriter	\$145.95	\$149.97	\$154.09
Editor	\$93.11	\$95.67	\$98.30
Senior Editor	\$134.24	\$137.93	\$141.72
Graphic Designer/Artist I	\$62.76	\$64.49	\$66.26
Graphic Designer/Artist II	\$92.11	\$94.65	\$97.25
Senior Graphics Designer/Artist	\$110.64	\$113.68	\$116.81
Web Writer	\$52.09	\$53.53	\$55.00
Web Specialist	\$83.07	\$85.36	\$87.70
Web Communications Associate I	\$69.95	\$71.87	\$73.85
Web Communications Associate II	\$90.80	\$93.29	\$95.86
Webmaster	\$112.08	\$115.16	\$118.33
Web Content Manager/Info Architect	\$116.38	\$119.58	\$122.87
Web Application Developer	\$165.79	\$170.35	\$175.03
Web Designer/Administrator II	\$198.94	\$204.41	\$210.03
Database Manager	\$82.06	\$84.32	\$86.64
Senior Database Administrator	\$108.08	\$111.06	\$114.11
Event Assistant	\$59.69	\$61.33	\$63.01
Event Planner I	\$64.56	\$66.33	\$68.16
Event Planner II	\$97.09	\$99.76	\$102.51
Senior Event Planner	\$124.34	\$127.76	\$131.27

<b>GSA Labor Category</b>	<b>Year 3</b> 3/23/17-3/22/18 GSA Rate w/ IFF	<b>Year 4</b> 3/23/18-3/22/19 GSA Rate w/ IFF	<b>Year 5</b> 3/23/19-3/22/20 GSA Rate w/ IFF
Executive Strategist	\$303.14	\$311.47	\$320.04
Account Director I	\$107.06	\$110.01	\$113.03
Account Director II	\$135.43	\$139.15	\$142.98
Senior Account Director I	\$169.11	\$173.76	\$178.54
Senior Account Director II	\$190.41	\$195.64	\$201.02
Senior Account Executive	\$75.32	\$77.40	\$79.52
Account Executive	\$55.22	\$56.74	\$58.30
Account Manager	\$90.02	\$92.50	\$95.04
Contract Specialist	\$58.30	\$59.90	\$61.55
Contract Supervisor	\$73.10	\$75.11	\$77.18
Administrative I *	\$54.01	\$55.49	\$57.02
Administrative II *	\$58.30	\$59.90	\$61.55
Intern	\$29.50	\$30.31	\$31.14
Distribution Clerk	\$25.52	\$26.22	\$26.94
Courier *	\$30.59	\$31.44	\$32.30
Health Communications Associate I	\$39.42	\$40.50	\$41.62
Health Communications Associate II	\$53.09	\$54.55	\$56.05
Health Communications Specialist	\$64.38	\$66.15	\$67.97
Health Communications Manager I	\$67.68	\$69.55	\$71.46
Health Communications Manager II	\$86.90	\$89.29	\$91.74
Information Specialist	\$41.99	\$43.15	\$44.33
Senior Information Specialist	\$49.67	\$51.04	\$52.44
Information Services Assistant	\$28.46	\$29.24	\$30.05
Information Services Manager	\$76.05	\$78.14	\$80.29
Media Relations Specialist	\$39.02	\$40.10	\$41.20
Senior Media Relations Specialist	\$104.32	\$107.19	\$110.13
Exhibit Outreach Specialist	\$49.97	\$51.34	\$52.75
Research Assistant	\$50.62	\$52.01	\$53.44
Senior Marketing Research Manager	\$111.12	\$114.18	\$117.32
Market Analyst	\$92.97	\$95.53	\$98.15
Creative Director	\$162.01	\$166.46	\$171.04
Art Director	\$95.86	\$98.49	\$101.20
Art Manager	\$93.61	\$96.19	\$98.83
Production Manager	\$65.49	\$67.29	\$69.14
Assistant Production Manager	\$44.43	\$45.65	\$46.91



<b>GSA Labor Category</b>	<b>Year 3</b> 3/23/17-3/22/18 GSA Rate w/ IFF	<b>Year 4</b> 3/23/18-3/22/19 GSA Rate w/ IFF	<b>Year 5</b> 3/23/19-3/22/20 GSA Rate w/ IFF
Writer	\$78.19	\$80.34	\$82.55
Senior Writer *	\$109.78	\$112.80	\$115.90
Copywriter	\$93.74	\$96.32	\$98.97
Senior Copywriter	\$109.90	\$112.92	\$116.03
Editor	\$70.10	\$72.02	\$74.00
Senior Editor	\$101.10	\$103.88	\$106.73
Graphic Designer/Artist I	\$47.25	\$48.54	\$49.88
Graphic Designer/Artist II	\$69.35	\$71.25	\$73.21
Senior Graphics Designer/Artist	\$83.30	\$85.59	\$87.94
Web Writer	\$39.20	\$40.28	\$41.39
Web Specialist	\$62.53	\$64.25	\$66.01
Web Communications Associate I	\$50.31	\$51.69	\$53.12
Web Communications Associate II	\$68.36	\$70.24	\$72.17
Webmaster	\$84.38	\$86.70	\$89.08
Web Content Manager/Info Architect	\$87.63	\$90.04	\$92.52
Web Application Developer	\$124.82	\$128.25	\$131.77
Web Designer/Administrator II	\$149.77	\$153.89	\$158.12
Database Manager	\$61.79	\$63.49	\$65.23
Senior Database Administrator	\$81.40	\$83.63	\$85.93
Event Assistant	\$44.94	\$46.18	\$47.45
Event Planner I	\$48.60	\$49.94	\$51.31
Event Planner II	\$73.10	\$75.11	\$77.18
Senior Event Planner	\$93.61	\$96.19	\$98.83

**OTHER DIRECT COSTS**  
**Advertising & Integrated Marketing Solutions (AIMS)**  
**SIN 541-1000 / 541-1000RC**

Item	Unit of Issue	Ceiling Price w/ IFF*
AV equipment and support	per job	\$12,999.50
Domain registration	5 Yr	\$100.70
Facility fee	facility	\$10,075.00
Focus group honorarium	per participant	\$201.51
Public Service Announcement, production and duplication services	each	\$31,356.50
Radio capsules, production	each	\$5,037.50
Communication	per job	\$1,589.16
Consultant/Industry Expert	per job	\$17,138.54
Drayage Services	per job	\$12,435.12
Dues/Publication/Subscriptions	per job	\$23,576.83
Exhibit Fee	per job	\$24,156.17
Fellowship/Stipend	per job	\$157,724.94
Focus Group Expenses	per job	\$14,357.68
Furniture and Equipment Rental	per job	\$112,001.01
Graphics/Printing	per job	\$33,166.29
Maintenance Agreement	per job	\$9,521.77
Material and Supplies	per job	\$9,340.05
Meeting Room Expenses	per job	\$1,486.15
Postage and Shipping	per job	\$15,539.42
Promotional Expenses	per job	\$2,163.63
Registration Fee	per job	\$1,893.40
Reproduction Costs	per job	\$32,215.62
Speaker Honorarium	per job	\$2,518.89
Subcontractor Support	per job	\$250,947.10
Temporary Support	per job	\$1,693.80
Warehouse Cost	per job	\$43,544.26
<i>*ODCs are invoiced at cost, inclusive of awarded markup.</i>		

**HOURLY RATES FOR SERVICES**  
***Mission Oriented Business Integrated Services (MOBIS)***  
**SIN(s) 874-1 / 874-1RC, 874-4 / 874-4RC, & 874-7 / 874-7RC**

**CONTRACTOR SITE**

<b>GSA Labor Category</b>	<b>Year 3</b> 3/23/17-3/22/18 GSA Rate w/ IFF	<b>Year 4</b> 3/23/18-3/22/19 GSA Rate w/ IFF	<b>Year 5</b> 3/23/19-3/22/20 GSA Rate w/ IFF
Executive Strategist	\$487.06	\$500.45	\$514.21
Sr. Managing Director	\$275.17	\$282.73	\$290.51
Account Planner	\$191.51	\$196.78	\$202.19
Administrative Assistant I *	\$58.74	\$60.35	\$62.01
Administrative Assistant II *	\$71.69	\$73.66	\$75.68
Administrative Assistant III *	\$83.15	\$85.44	\$87.79
Copy Editor	\$84.42	\$86.74	\$89.13
Courier *	\$53.73	\$55.21	\$56.72
Creative Director	\$251.98	\$258.91	\$266.03
Database Administrator I	\$117.38	\$120.61	\$123.93
Database Support Specialist	\$107.92	\$110.89	\$113.94
Desktop Publishing Specialist	\$86.99	\$89.38	\$91.84
Director	\$152.92	\$157.13	\$161.45
Documentation Specialist	\$114.24	\$117.39	\$120.61
Editor	\$110.85	\$113.90	\$117.03
Graphics Designer / Artist I	\$76.00	\$78.09	\$80.24
Graphics Designer / Artist II	\$109.85	\$112.88	\$115.98
Health Communications Specialist	\$94.71	\$97.31	\$99.99
Managing Director	\$198.50	\$203.96	\$209.56
Managing Editor	\$115.29	\$118.46	\$121.72
Meeting Assistant	\$60.78	\$62.46	\$64.17
Meeting Planner I	\$73.34	\$75.36	\$77.43
Meeting Planner II	\$88.68	\$91.12	\$93.63
Network Engineer	\$157.24	\$161.56	\$166.01
Network Technician	\$113.20	\$116.31	\$119.51
Principal Database Administrator	\$188.63	\$193.82	\$199.15
Principal Research Analyst	\$157.24	\$161.56	\$166.01
Principal Systems Analyst	\$199.14	\$204.62	\$210.25
Principal Trainer/Curriculum Developer	\$184.32	\$189.39	\$194.60
Print Production Coordinator	\$113.33	\$116.45	\$119.65
Print Production Manager	\$176.60	\$181.46	\$186.45
Program Associate	\$94.32	\$96.91	\$99.58

<b>GSA Labor Category</b>	<b>Year 3</b> 3/23/17-3/22/18 GSA Rate w/ IFF	<b>Year 4</b> 3/23/18-3/22/19 GSA Rate w/ IFF	<b>Year 5</b> 3/23/19-3/22/20 GSA Rate w/ IFF
Program Manager I	\$140.89	\$144.76	\$148.74
Program Manager II	\$147.39	\$151.44	\$155.60
Programmer/Analyst I	\$112.87	\$115.97	\$119.16
Project Manager I	\$108.93	\$111.92	\$115.00
Project Manager II	\$142.49	\$146.41	\$150.44
Research Analyst I	\$90.13	\$92.61	\$95.16
Research Analyst II	\$141.26	\$145.15	\$149.14
Science Writer	\$130.81	\$134.41	\$138.11
Senior Database Administrator	\$178.21	\$183.11	\$188.15
Senior Editor	\$136.70	\$140.46	\$144.32
Senior Graphics Designer/Artist	\$126.85	\$130.33	\$133.92
Senior Health Communication Specialist	\$186.87	\$192.01	\$197.29
Senior Meeting Planner	\$95.89	\$98.53	\$101.24
Senior Programmer/Analyst	\$128.28	\$131.81	\$135.44
Senior Systems Analyst	\$188.68	\$193.87	\$199.20
Senior Technical Writer *	\$136.70	\$140.46	\$144.32
Senior Writer	\$138.58	\$142.39	\$146.30
Systems Analyst III	\$199.14	\$204.62	\$210.25
Task Manager	\$75.00	\$77.06	\$79.18
Technical Assistance Specialist	\$79.92	\$82.11	\$84.37
Word Processing Operator II *	\$79.67	\$81.86	\$84.11
Writer	\$89.39	\$91.85	\$94.37

<b>GSA Labor Category</b>	<b>Year 3</b> 3/23/17-3/22/18 GSA Rate w/ IFF	<b>Year 4</b> 3/23/18-3/22/19 GSA Rate w/ IFF	<b>Year 5</b> 3/23/19-3/22/20 GSA Rate w/ IFF
Executive Strategist	\$350.31	\$359.95	\$369.85
Sr. Managing Director	\$197.92	\$203.36	\$208.95
Account Planner	\$135.91	\$139.64	\$143.48
Administrative Assistant I *	\$41.69	\$42.83	\$44.01
Administrative Assistant II *	\$50.87	\$52.27	\$53.71
Administrative Assistant III *	\$59.01	\$60.64	\$62.30
Copy Editor	\$59.92	\$61.56	\$63.26
Courier *	\$38.13	\$39.18	\$40.26
Creative Director	\$178.81	\$183.73	\$188.78
Database Administrator I	\$83.30	\$85.59	\$87.94
Database Support Specialist	\$76.59	\$78.69	\$80.86
Desktop Publishing Specialist	\$61.73	\$63.43	\$65.18
Director	\$108.54	\$111.52	\$114.59
Documentation Specialist	\$81.08	\$83.31	\$85.60
Editor	\$78.68	\$80.84	\$83.06
Graphics Designer / Artist I	\$53.93	\$55.41	\$56.94
Graphics Designer / Artist II	\$77.95	\$80.10	\$82.30
Health Communications Specialist	\$67.21	\$69.06	\$70.96
Managing Director	\$140.87	\$144.74	\$148.72
Managing Editor	\$81.82	\$84.07	\$86.38
Meeting Assistant	\$43.14	\$44.32	\$45.54
Meeting Planner I	\$52.05	\$53.48	\$54.95
Meeting Planner II	\$62.93	\$64.66	\$66.44
Network Engineer	\$111.59	\$114.65	\$117.81
Network Technician	\$80.33	\$82.54	\$84.81
Principal Database Administrator	\$133.86	\$137.55	\$141.33
Principal Research Analyst	\$111.59	\$114.65	\$117.81
Principal Systems Analyst	\$141.32	\$145.21	\$149.20
Principal Trainer/Curriculum Developer	\$130.81	\$134.41	\$138.10
Print Production Coordinator	\$80.42	\$82.64	\$84.91
Print Production Manager	\$125.32	\$128.77	\$132.31
Program Associate	\$66.93	\$68.77	\$70.66
Program Manager I	\$99.98	\$102.73	\$105.56
Program Manager II	\$104.59	\$107.47	\$110.42
Programmer/Analyst I	\$80.09	\$82.30	\$84.56

<b>GSA Labor Category</b>	<b>Year 3</b> 3/23/17-3/22/18 GSA Rate w/ IFF	<b>Year 4</b> 3/23/18-3/22/19 GSA Rate w/ IFF	<b>Year 5</b> 3/23/19-3/22/20 GSA Rate w/ IFF
Project Manager I	\$77.30	\$79.43	\$81.61
Project Manager II	\$101.12	\$103.90	\$106.75
Research Analyst I	\$63.96	\$65.72	\$67.53
Research Analyst II	\$101.61	\$104.40	\$107.27
Science Writer	\$92.83	\$95.39	\$98.01
Senior Database Administrator	\$126.47	\$129.95	\$133.52
Senior Editor	\$97.01	\$99.68	\$102.42
Senior Graphics Designer/Artist	\$90.02	\$92.49	\$95.04
Senior Health Communication Specialist	\$132.61	\$136.26	\$140.00
Senior Meeting Planner	\$68.06	\$69.93	\$71.85
Senior Programmer/Analyst	\$91.04	\$93.54	\$96.11
Senior Systems Analyst	\$133.90	\$137.58	\$141.36
Senior Technical Writer *	\$97.01	\$99.68	\$102.42
Senior Writer	\$98.34	\$101.05	\$103.82
Systems Analyst III	\$141.32	\$145.21	\$149.20
Task Manager	\$53.22	\$54.69	\$56.19
Technical Assistance Specialist	\$56.71	\$58.27	\$59.88
Word Processing Operator II *	\$56.54	\$58.09	\$59.69
Writer	\$63.44	\$65.18	\$66.97

## SERVICE CONTRACT ACT

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Administrative Assistant I	01111 – General Clerk I	2015-4269
Administrative Assistant II	01112 – General Clerk II	2015-4269
Administrative Assistant III	01113 – General Clerk III	2015-4269
Courier	31043 – Driver Courier	2015-4269
Senior Technical Writer	30463 – Technical Writer III	2015-4269
Word Processing Operator II	01612 – Word Processor II	2015-4269
The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are in line with the geographic scope of the contract (i.e. nationwide).		